



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EDUCATION OFFICE HEAD

Job Number: 20001964

Job Code: 99810V000101

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as Office Head reporting directly to a Deputy Commissioner of Education and provides overall administrative direction for educational programs assigned to a specific office; and performs related duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional education experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans and provides policy and management recommendations to a Deputy Superintendent of Public Instruction. Establishes educational goals and objectives for efficient administration and operation of the divisions within the Office. Interprets and advises education department personnel and local school superintendents concerning policies and procedures. Plans, coordinates and supervises staff and functions of a specific education program. Reviews and approves completed staff assignments to assure work has been performed according to instructions and is consistent with statutes. Plans and prepares biennial budget for office and monitors budget expenditures.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*